

OVERVIEW OF BUDGET

DEPARTMENT: INFORMATION SERVICES DEPARTMENT
CHIEF INFORMATION OFFICER: LEYDEN HAHN

Information Services is an internal service organization. The department is comprised of three individual budget units. One budget unit – application development – is in the general fund. Two other budget units are internal services funds – Computer Operations and Network Services.

| | 2001-02 | | | |
|-------------------------|--------------------------------|------------|------------|----------|
| | Appropriations/Oper Expense | Revenue | Local Cost | Staffing |
| Application Development | 12,924,905 | 6,726,330 | 6,198,575 | 117.8 |
| GIMS | 522,703 | 288,338 | 234,365 | 5.0 |
| Computer Operations | 20,759,820 | 20,759,820 | | 165.1 |
| Network Services | 17,339,776 | 17,339,776 | | 118.1 |
| | 51,547,204 | 45,114,264 | 6,432,940 | 406.0 |

BUDGET UNIT: APPLICATION DEVELOPMENT (AAA SDD)

I. GENERAL PROGRAM STATEMENT

Information Services' Application Development Division develops, enhances and maintains computerized business systems. In addition, Application Development provides management and coordination of large multi-departmental automation projects, consultation for a wide variety of vendor platforms, acquisition of turnkey software applications, proposal development, and technology research and evaluation projects.

II. BUDGET & WORKLOAD HISTORY

| | Actual 1999-00 | Budget 2000-01 | Actual 2000-01 | Budget 2001-02 |
|----------------------------|-------------------|-------------------|-------------------|-------------------|
| Total Appropriation | 6,925,111 | 7,843,928 | 7,165,816 | 12,924,905 |
| Total Revenue | 1,353,662 | 1,728,088 | 1,057,416 | 6,726,330 |
| Local Cost | 5,571,449 | 6,115,840 | 6,108,400 | 6,198,575 |
| Budgeted Staffing | | 121.0 | | 117.8 |
| Workload Indicators | | | | |
| Projected Backlog Hours | 157,830 | 164,548 | 147,424 | 140,344 |
| Anticipated New Services | 139,312 | 130,220 | 158,545 | 148,929 |
| Projected Hours Completed | 149,718 | 154,441 | 156,934 | 158,399 |

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Changes in budgeted staffing decreased a net 3.2 positions. 13 COPS MORE positions were transferred to the Sheriff's budget unit. 3 positions were transferred to the Computer Operations budget unit (ISF IAJ) to help establish the Customer Services Division. There is an increase of 7.75 Programmer Analyst III positions to support HSS, C-IV coordination, Auditor-Controller and various countywide applications. There is an addition of 1 secretary for administrative clerical support. There is an addition of 3 positions to automate the department's manual accounting processes. There is an addition of 1 employment contract position to correct oversight from last year's budget.

INFORMATION SERVICES

PROGRAM CHANGES

Reduction in the use of contract programming staff by \$298,341 and corresponding increase in county regular programming positions. Increase of \$344,003 in transfers resulting from an accounting change in the way Information Services Department allocates its internal administrative costs. Revenue increased based on additional program services to Arrowhead Regional Medical Center \$125,400, Human Services System \$250,800, Human Services System C-IV coordination \$250,800 and Public Health \$125,400. The remaining increase in revenue of approximately \$4 million is due to the reclassification of reimbursements to revenues as required by GASB #34.

GROUP: Admin/Exec Group
DEPARTMENT: Information Services Group
FUND : General AAA SDD

FUNCTION: General
ACTIVITY: Other General

| | 2000-01 | 2000-01 | 2001-02 | 2001-02 | 2001-02 |
|------------------------------|-------------|-----------------|----------------------------|---------------------------------------|----------------------|
| | Actuals | Approved Budget | Board Approved Base Budget | Board Approved Changes to Base Budget | 2001-02 Final Budget |
| <u>Appropriations</u> | | | | | |
| Salaries and Benefits | 6,827,772 | 8,602,044 | 7,787,389 | 970,528 | 8,757,917 |
| Services and Supplies | 4,228,336 | 3,359,546 | 3,446,272 | 185,223 | 3,631,495 |
| Central Computer | 150,888 | 152,346 | 107,405 | 3,539 | 110,944 |
| Equipment | 28,693 | 30,000 | 30,000 | 45,000 | 75,000 |
| Transfers | (5,405) | 632,170 | 632,170 | (197,121) | 435,049 |
| Total Expenditure Authority | 11,230,284 | 12,776,106 | 12,003,236 | 1,007,169 | 13,010,405 |
| Reimbursements | (4,064,468) | (4,932,178) | (4,078,339) | 3,992,839 | (85,500) |
| Total Appropriation | 7,165,816 | 7,843,928 | 7,924,897 | 5,000,008 | 12,924,905 |
| <u>Revenue</u> | | | | | |
| Current Services | 1,057,416 | 1,728,088 | 1,728,088 | 4,998,242 | 6,726,330 |
| Total Revenue | 1,057,416 | 1,728,088 | 1,728,088 | 4,998,242 | 6,726,330 |
| Local Cost | 6,108,400 | 6,115,840 | 6,196,809 | 1,766 | 6,198,575 |
| Budgeted Staffing | | 121.0 | 105.0 | 12.8 | 117.8 |

INFORMATION SERVICES

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

MOU/Inflation

| | | |
|----------------------------------|----------------|--|
| Salaries and Benefits | 334,884 | MOU, 7% Tier, Workers Comp, Retirement |
| Services and Supplies | 86,726 | Inflation, Risk Mgmt Liabilities |
| <u>2410 Central Computer</u> | (44,941) | |
| Subtotal Base Year Appropriation | <u>376,669</u> | |
| Subtotal Base Year Revenue | <u>-</u> | |
| Subtotal Base Year Local Cost | <u>376,669</u> | |

Mid Year Adjustment

| | | |
|---------------------------------|--------------------|---|
| Salaries and Benefits | (853,839) | Transfer of 13 COPS MORE positions to the Sheriff - Board Approved December 19, 2000. |
| | (295,700) | Transfer of 3 positions to ISD's Customer Service Division - Board Approved March 13, 2001. |
| | <u>(1,149,539)</u> | |
| Services and Supplies | | |
| Reimbursements | 853,839 | |
| Subtotal Mid Year Appropriation | <u>(295,700)</u> | |
| Subtotal Mid Year Revenue | <u>-</u> | |
| Subtotal Mid Year Local Cost | <u>(295,700)</u> | |

| | |
|---------------------------------|-----------|
| Total Appropriation Change | 80,969 |
| Total Revenue Changes | - |
| Total Local Cost Change | 80,969 |
| Total 2000-01 Appropriation | 7,843,928 |
| Total 2000-01 Revenue | 1,728,088 |
| Total 2000-01 Local Cost | 6,115,840 |
| Total Base Budget Appropriation | 7,924,897 |
| Total Base Budget Revenue | 1,728,088 |
| Total Base Budget Local Cost | 6,196,809 |

INFORMATION SERVICES

Board Approved jChanges to Base Budget

| | |
|------------------------------|---|
| <u>Salaries and Benefits</u> | |
| 592,632 | 7.75 FTE's, PAIII's increased workload in HSS support, C-IV Coordination and internal ISF support teams for automation of manual processes. |
| 210,672 | 3.0 FTE Programmer III's, reflect increased workload in various areas. |
| 41,824 | 1.0 Additional Secretary for administrative clerical support. |
| 125,400 | Employment contract for Sheriff to provide business consulting services to oversee technology projects, grant research and grant writing. |
| <u>970,528</u> | |
| Services and Supplies | |
| 472,418 | Technical Accounting Change required by GASB #34 shown last year as a transfer. |
| 80,000 | Training cost increase to keep staff up to date with current technology |
| (75,000) | Decrease in one time equipment purchases greater than \$5,000. |
| (298,341) | Reduction in the use of contractors |
| 5,000 | Advertising increase for recruitment |
| (25,000) | Deletion of subscription services to Gartner |
| 29,117 | Increase DDP Equipment charges |
| (2,971) | Miscellaneous cost changes in S & S. |
| <u>185,223</u> | |
| <u>3,539</u> | |
| Central Computer Services | |
| <u>45,000</u> | Replacement of PC's and servers. Equipment purchases over \$5,000 |
| Equipment | |
| Transfers | |
| 344,003 | Allocation of ISD Administrative support cost not distributed to SDD in previous years. |
| (68,706) | Reduced Human Resource Officer cost. |
| (472,418) | Technical accounting change required by GASB #34 now shown as revevue. |
| <u>(197,121)</u> | |
| Reimbursements | |
| 4,078,339 | Reimbursements moved to revenue required by GASB #34 |
| (85,500) | Auditor Controller reimbursement |
| <u>3,992,839</u> | |
| <u>5,000,008</u> | |
| Total Appropriation | |
| Total Revenues | |
| 4,998,242 | Increased Revenues to reflect new accounting procedures required by GASB #34 and increased program services |
| Local Cost | |
| <u>1,766</u> | |